

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR TOPEKA, KS 66619	DATE 27 NOV 2019	ANNOUNCEMENT NO. 18-2020
OPEN TO CURRENT MEMBERS OF THE KANSAS AIR NATIONAL GUARD	APPLICATIONS WILL BE ACCEPTED UNTIL 27 DEC 2019, 1500 HRS	
MILITARY POSITION TITLE & NUMBER BILATERAL AFFAIRS OFFICER (BAO) #TBD	MIL AFSC & GRADE ANY/MAJ	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION U.S. EMBASSY YEREVAN, ARMENIA	MINIMUM RANK CAPT <small>IMMEDIATELY PROMOTABLE</small>	MAXIMUM RANK MAJ
POC FOR QUESTIONS Maj Marci Solander, Director-International Affairs, 785-646-1478, marci.d.solander.mil@mail.mil		

OVERVIEW

Bilateral Affairs Officers (BAO) operate in mil-to-mil countries under the authority of the State Partnership Program and ensure close cooperation with the National Guard Bureau, under the guidance of the ODC Chief and Combatant Command.

The BAO serves as the Kansas National Guard representative on the United States Embassy Country Team in the USEUCOM Area of Responsibility (AOR), under the sponsorship of the State Partnership Program who reports to the ODC Chief as a Title 10 Field Grade Officer. The BAO facilitates the Kansas National Guards' State Partnership program in theater which is co-located with the Office of Defense Cooperation (ODC) in the U.S. Embassy in Yerevan, Armenia.

The BAO acts as the principal advisor for planning, coordinating, and executing a comprehensive program of regional and bilateral military events in support of the Embassy's Integrated Country Strategy and the USEUCOM Theater Campaign Plan and integrates those events into the Office of Defense Cooperation's (ODC) Country Security Cooperation Plan (CSCP). The BAO coordinates with the US State Department to assist the ODC Chief in designing and executing under Security Assistance (SA) which includes Foreign Military Services (FMS), Foreign Military Financing (FMF), International Military Education and Training (IMET), Section 1206 Counterterrorism, Combating Terrorism Fellowship, End Use Monitoring (EUM) Programs in direct support of US foreign policy and USEUCOM Geographic Combatant Commander objectives. Also, the BAO will assist the ODC in managing the Humanitarian Assistance Disaster Relief (HADR) and conducts Military to Military (M2M) events.

The BAO develops and facilitates engagements under the State Partnership Program to include Military to Military, Military to Non-DOD and in some cases Non-DOD to Non-DOD events between USEUCOM foreign military partners and the Kansas National Guard. Assists USEUCOM foreign military partners in developing and planning focus areas, objectives, and priorities based on the partnered countries goals. Assists, develops and updates the U.S. Country Team Work-Plan in support of the U.S. strategy of peacetime engagements and promotes U.S. Embassy Country goals. Serves as the Acting Chief in the absence of the Chief, Office of Defense Cooperation. The BAO will maintain the event database in Army Training Information System (ARTIMS) and the Global Theater Security Cooperation Managing Information System (G-TSCMIS) programs for funding and higher HQ approvals. Will assist and perform USEUCOM and DOD Security Cooperation administrative requirements and additional duties per the ODC.

Performs other duties as assigned.

DUTY DESCRIPTION

Designs, coordinates and implements annual multi-lateral military outreach and information exchange program with host nation forces. Serves as Deputy ODC Chief. Coordinates, plans and executes EUCOM Joint Contact Team and State Partnership Program events. Develops and executes comprehensive FY plan for M2M and PfP events.

2 YEAR TITLE 10 OCCASIONAL TOUR

Enhances host nation's interoperability with U.S./NATO. Assists with planning and executing Security Assistance programs in support of U.S. foreign policy. Enhances security, stability and regional cooperation.

ROLES & RESPONSIBILITIES

Represents National Guard State Partner within ODC and plans/coordinates all State Partnership Program (SPP) events with State Partner J-5 and the Host Nation in support of ODC objectives.

Serves as Deputy ODC Chief (if no other officer is appointed). Although primarily responsible for coordinating SC activities under COCOM Authority, in practice frequently acts as ODC Chief, supervising other members of the ODC when the Chief is temporarily absent.

Supervises and provides direction to ODC's M2M, PfP and exercise managers. Counsels subordinates and completes their annual performance evaluations, as appropriate.

Provides direct oversight of ODC security cooperation programs, to include Title 10 M2M events, PfP events and Host Nation forces' participation in U.S.- sponsored exercises.

Develops event concept sheets for M2M events and coordinates agenda, funding and logistical support; ensures after-action reports are complete and historical records are updated.

Serves as ODC's Operations Officer; maintains event database schedule and manages ODC's internal calendar across all programs.

Manages APACS approval/denial for U.S. personnel coming to the host country for events and tracks official visitors with DAO and Embassy Management Section.

KEY RELATIONSHIPS

ODC Chief. The ODC Chief is the BAO's rater and direct supervisor. The ODC Chief ensures that SPP, PfP and M2M events and the annual exercise plan nest with ODC objectives.

National Guard State Partnership Program Director. The BAO coordinates with the SPPD to determine State Partner units available for events. The SPPD recommends personnel and units best suited to execute events and leverages all aspects of the State resources to help accomplish ODC objectives.

EUCOM. The BAO has weekly contact with the EUCOM J-5/8 Country Desk Officer and Regional Program Manager as well as regular contact with the EUCOM Comptroller and funding program managers. Maintains contact with other EUCOM Staff Directorates as required.

Embassy Country Team. Due to the volume and complexity of Host Nation events (in and out of country) and exercise participation, the BAO requires strong relationships with the Embassy travel and financial sections, which assist with logistical, financial and contractual support to these activities. Coordination with the Public Affairs Section is critical to publicize engagements and highlights of the U.S. military relationship with the Host Nation.

QUALIFICATIONS

1. This is advertised concurrently with KSARNG Annc#20-036.
2. This is a 24 month, accompanied, Title 10, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR program. Tour may be extended for twelve (12) additional months with COCOM and TAG approval, by exception.
3. Permanent Change of Station (PCS) expenses may be authorized for this position.
4. If a KSNG Title 32 AGR applicant is selected for this position, their T32 AGR orders will be rescinded/amended as required. The Title 32 AGR will be placed on T10 AGR status for the duration of the tour. Upon completion of this tour they will be reinstated into T32 AGR status, to the appropriate KSNG service component (KSARNG or KSANG) that they vacated upon acceptance of the OTOT tour.
5. The Combatant Command (CCMD) will not accept a BAO that outranks the in-country Security Cooperation Office Chief. Selection for this position of a promotion-eligible O3 (Captain) does not automatically entitle the candidate promotion to O4 (Major). The selected candidate may be considered for promotion based on current status, eligibility, and qualifications for the next higher grade
6. A diplomatic passport may be authorized.
7. The selectee will be a member of the Ambassador's Country Team.

2 YEAR TITLE 10 OCCASIONAL TOUR

8. This position is a high level/very visible assignment (the incumbent works with US Ambassador, Embassy Country Team, Minister of Defense, Chief of the General Staff, MACOM Commanders and other Embassies, etc.)
9. The selectee must plan to attend the four-week SCM-O Course at the Defense Institute for Security Cooperation Studies held at Wright-Patterson Air Force Base, Ohio, between selection and deployment.
10. The selectee must attend CCMD specific or regional center of excellence training (when available).
11. The selectee must possess excellent interpersonal skills, organizational skills, and cultural expertise to gain credibility and facilitate interaction with foreign, Department of State, and Department of Defense officials. The following additional criteria are recommended:
 - a. A Bachelor's degree; Master's degree preferred.
 - b. Completion of the Captain's Career Course or Squadron Officer School; Intermediate Level Education or Air Command and Staff College preferred.
 - c. A minimum of four (4) years National Guard experience.
 - d. Completion of an overseas deployment.
 - e. At least eighteen (18) months of successful command of MTOE battery/company/troop (KSARNG).
 - f. Staff experience at the Battalion, Brigade, Squadron or Wing level.
 - g. Individuals flagged in SIDPERS for weight, APFT, security violation, or who are pending any adverse actions will not be considered for this position.
 - h. Any falsification of the eligibility requirements will result in immediate release.
 - i. Request for exceptions to, or waivers of APPOINTMENT REQUIREMENTS or AREA OF CONSIDERATION as specified herein will NOT be accepted.
 - j. Waiver for certain basic ELIGIBILITY CRITERIA will be considered and must receive NGB approval.
 - k. TAG retains the authority to select someone that does not meet the requirements listed in this paragraph (CPT vice MAJ, no command, etc.) and can waive these recommendations.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the Human Resources Office, ATTN: Air AGR Manager, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to brooke.n.wisner.mil@mail.mil.

Applications will include:

1. **Individual Medical Readiness (IMR) dated within the last 12 months.**
2. **Last five (5) Officer Performance Report (OPR).**
3. **Records Review RIP from vMPF.**
4. **Point Credit Summary from MILPDS.**
5. **DD Form(s) 214, NGB Form(s) 22, PCARs, or any service component document(s) that allows the selecting official to determine applicants cumulative active service years which are creditable towards a regular retirement.**
6. **Official photo.**
7. **Proof of highest level of Civilian Education acquired.**
8. **Proof of SECRET Security Clearance Verification Memorandum (Provided by Security Manager).**
9. **Current Fitness Report from AFFMS II within last six months from announcement closing date - printout reflecting a total of four recent record tests.**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact MSGT Brooke Wisner, HQ-KS/HRO, DSN: 720-0883, COMM: 785-646-0518.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.